

The logo of Batangas State University is a circular emblem. It features a central shield with a sunburst and a quill pen. Below the shield is a banner with the text 'SERVICE VIRTUE' and '1903 EXCELLENCE'. The outer ring of the logo contains the text 'BATANGAS STATE UNIVERSITY' at the top and 'PHILIPPINES' at the bottom, separated by green laurel branches.

Batangas State University Citizens' Charter

Revised 2015

Office of the Assistant Director for National Service Training Program (NSTP)

Profile

National Service Training Program (NSTP) is the service training mandated under Republic Act 9163 (NSTP Act of 2001). According to the law, all tertiary level students taking baccalaureate or vocational courses must take one of the three components of this service training program, namely, Reserve Officers' Training Corps (ROTC), Civic welfare Training Service (CWTS) and Literacy Training Service (LTS). It is for this purpose that the NSTP Office manages the 307th NROTC Unit in Gov. Pablo Borbon Campuses 1 and 2, Rosario and in Malvar and the 401st ROTC Unit in ARASOF, Lemery and Balayan campuses. The office also supervises CWTS and LTS programs in all campuses of the University.

Location

GPB Campus 1, Rizal Avenue, Batangas City

Contact details

(043) 980-0385; 980-0392 to 0394 loc 111

FRONTLINE SERVICE	CLIENTS	REQUIREMENTS	SCHEDULE OF AVAILABILITY OF SERVICE	FEES	FORMS	PROCESS CYCLE TIME	RESPONSIBLE PERSON/OFFICE/LOCATION
1. Training	Students	None	Monday to Friday 8:00AM – 5:00PM	None	<i>Registration Form</i> <i>Personal Data Sheet</i>	Two semesters	Office Personnel/Office of the Director for NSP/Main Campus 1
2. Issuance of certificate of completion of the training	Students	Grade	Monday to Friday 8:00AM – 5:00PM	None	None	3-10 mins	Office Personnel/Office of the Director for NSP/Main Campus 1

Training

Schedule of Availability of Service

Weekends of every semester

Who May Avail of the Service

Students

What are the requirements

None

Durations

Two Semesters

How to Avail of the Service

Step	Applicant/Client Activity	Service provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Forms	Output
1	Report to respective colleges for the schedule of NSTP orientation	Office of the NSTP	1 hr	Administrative Aide	None	None	Informed students
2	Attend NSTP orientation	Office of the NSTP	4 hrs	NSTP Personnel	None	None	Properly oriented students
3	Accomplish forms required by the components; ROTC, CWTS and LTS	Office of the NSTP	1 hr	Administrative Aide	None	Registration Form Personal Data Sheet	Accomplished forms
4	Attend training/classes as posted or scheduled in the NSTP office	Office of the NSTP	1 hr	Administrative Aide	None	None	Disseminated information
5	Undergo training	Office of the NSTP	Two semester	NSTP Instructors	None	None	Trained Students
END OF TRANSACTION							

Issuance of Certificate of Completion of NSTP Training

Schedule of Availability of Service

Monday-Friday: 8:00AM-5:00PM

Who May Avail of the Service

Students

What are the requirements

Application Form

Durations

3-10 minutes

How to Avail of the Service

Step	Applicant/Client Activity	Service provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Forms	Output
1	Filing application for certification	Office of the NSTP	2-5 mins	Administrative Aide	None	Application Form	Attended application
2	Issuance of certificate	Office of the NSTP	2-5 mins	Administrative Aide	None	None	Issued certificate
END OF TRANSACTION							

